

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 225
Sections: 1 - 6
Effective Date: 4/11/91

SUBJECT: Disposal of City Records

1. Purpose: To establish procedures for the orderly and timely disposition of obsolete records.
2. Authority: Charter of the city of Huntington Beach Section 401(h).
3. Application: This regulation applies to all city departments.
4. Policy: To provide the city with the means to dispose of records and documents in accordance with a City Council approved records retention schedule. (See Exhibit A)
5. Responsibility

5.1 – Records Manager or Designee

5.1.1 – Will be responsible for formally notifying the affected department head prior to the disposal of any records or documents.

5.1.2 – Will be responsible for requesting preparation of a Request for City Council Action (RCA) by the City Attorney authorizing the disposition of city records or documents.

5.1.3 – Will be responsible for the physical disposal of city records or documents by accepted practices and standards of the records management profession.

5.2 – Department Head or Designee

5.2.1 – Will be responsible for identifying, from the provided list, those records that pertain to some (documented) pending matter.

5.2.2 – Will consent to the disposition of all listed records that do not pertain to and are identified by the records retention schedule as candidates for disposal.

5.3 – City Attorney or Designee

5.3.1 – Will be responsible for preparing and approving, as to form, the City Council resolution requesting the disposal of city records or documents.

5.3.2 – Will be responsible for identifying any records (regardless of department) pertaining to any pending legal action.

5.3.3 – Will consent to the disposition of city records in compliance with local, State or Federal laws or statutes.



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6. Procedures

6.1 - The Records Manager will provide a list of all stored records that have become candidates for destruction as defined by adopted records retention schedule.

6.2 - The Records Manager will notify each department of intent to dispose, by providing a list of departmental records that have become candidates.

6.3 - The department head will review the provided list and identify any records that must be retained due to pending legal action.

6.4 - The department head will consent to the disposal of the listed records with his/her signature and return it to the Records Manager.

6.5 - The Records Manager will provide a list (of all departments) to the City Attorney's office for their review.

6.6 - The City Attorney will consent to the disposal of the listed records with his/her signature and return it to the Records Manager.

6.7 - The Records Manager will prepare a Request for City Council Action (RCA) requesting authorization to dispose of city records.

6.8 - The City Attorney will approve "as to form" the City Council resolution requesting authorization to dispose of city records.

6.9 - City Council shall adopt the resolution before the records can be disposed.

6.10 - The Records Manager, City Attorney and department head will receive a conformed copy of the adopted resolution from Council. The records listed in the resolution can then be disposed.


Michael T. Uberuaga, City Administrator

4/15/91
Date

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City Of Huntington Beach